

Development Services Department Sign Section

Summary Sheet for Temporary Weekend Signs on Public Right-of-Way

Application process

1. Fill out application form
 - Application to provide list of roadways intended for weekend posting of temporary signs
 - Area map drawn to scale
 - Number of signs and advertisement
2. Sign Inspection unit of the Electrical Section will review application for completeness and will forward to the State Department of Highways and Public Transportation for review to insure no placement within the state highway system.
3. After review, the applicant will be notified of approval or disapproval; if approved the applicant will be required to submit \$50.00 per advertised location. A decal at a cost of \$1.00 will be issued for each temporary weekend sign and shall be affixed to the front of the sign face area. The permit and decals are good for one year from the date of issuance.

Overview of Temporary Weekend Signs Regulations

Times for placement

- Temporary Weekend Signs are permitted from Friday until the following Monday. Signs may not be either placed or picked up between the hours from 6:00a.m. to 9:00a.m. or from 4:00p.m. to 7:00p.m.
 - If a federally recognized holiday falls on a Friday, then the signs are permitted from the proceeding Thursday until the following Monday.
 - If a federally recognized holiday falls on a Monday, then the signs are permitted from Friday until the following Tuesday.

Size of signs

- Signs shall not exceed 24" inches by 32" inches in size. Irregular shaped signs shall fit in a 24" inch by 32" rectangle; the total height may not exceed 36" in height from ground level. Signs may be two-dimensional only and shall be of a non-reflective surface.

Spacing between signs

- A minimum of 5' spacing must be maintained between each temporary weekend sign of different advertisers.
- The signs of each advertiser must be spaced so that no two signs advertising the same good, service, business, political campaign, or particular piece of real property (for sale or lease) are closer than 200' feet from each other measured in a straight line.

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Sign location

- Signs must be self supporting and placed into the ground by a single stake. No temporary weekend sign shall be permitted on a utility pole, street light pole, sign pole, fence, tree, or other manmade or natural feature.
- No sign may be placed closer than 25' feet from a street intersection or median opening. Any temporary weekend sign determined to be in a location that causes an immediate hazard to public safety may be immediately removed by the city.
- Signs shall be no closer than 3' feet from the edge of the sign to the street curb or, if no curb, the edge of pavement. Signs shall not encroach on either sidewalks or streets.
- No signs may be placed in island medians or esplanades.
- Except for political signs, no signs shall be placed further than 3 miles from the property, location, or business that is being advertised.

Registration, permit, and fees

- An annual permit fee of \$50.00 must be paid by each advertiser. Where an advertiser wishes to advertise multiple locations, a permit must be obtained for each business location, subdivision location, or service location to be advertised by temporary weekend signs.
- Upon payment of said fee, the permittee may purchase annual temporary weekend registration decals. The cost for each decal shall be \$1.00. A temporary weekend sign shall not be placed on the right-of-way of a road or highway unless an annual temporary weekend decal is affixed on the front face of the sign.

Map, listing, and State Department of Transportation approval

- In addition to the payment of the appropriate fees the advertiser shall provide an area map drawn to scale and listing the street and block number where each sign shall be placed.
- The Development Services Department shall submit the application for review by the Texas Department of Transportation to insure the location identified in the map and listing for sign placement are not within the state highway system.

Permission of abutting property owners

- Nothing in this section authorizes the placement of signage contrary to existing property law. The advertiser must secure all necessary permission of any and all parties having a property interest in the right of way prior to placing any temporary weekend sign.

Any sign placed in violation of the provisions of these sections or ordinance can be declared a nuisance to the public health, safety, and welfare and may be confiscated.

Any questions may be addressed to the Chief Sign Inspector, at (210) 207-8289.